510-121-7370-A

ROUTE/DISPATCH DISTRIBUTION

TEC Lesson 510-121-7370-A

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PRODUCED BY
UNITED STATES ARMY
INSTITUTE OF PERSONNEL AND RESOURCE MANAGEMENT
SOLDIER SUPPORT CENTER
FORT BENJAMIN HARRISON INDIANA 46216

STUDENT/SUPERVISOR INSTRUCTIONS, PRE-TEST/POST-TEST, AND ANSWER KEY ARE CONTAINED IN THIS BOOK.

MAY 1983

D101.6/7:

READ THE STUDENT/SUPERVISOR INSTRUCTIONS CAREFULLY. BE SURE YOU UNDERSTAND THEM COMPLETELY BEFORE BEGINNING THE LESSON. PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "his," and "men," when used in this publication represent both the masculine and feminine genders, unless otherwise specifically stated.

STUDENT/SUPERVISOR INSTRUCTIONS

TYPE OF LESSON

- Administration

AUDIENCE

- MOS 71C, 71D, 71E, 71L, 71M, 75B
- Skill Level 1

TRAINING OBJECTIVE

Soldiers completing this lesson should be able to:

- route incoming distribution and dispatch outgoing distribution.

Soldier's Manual Task Numbers: 121-004-1224 and 121-004-1227.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book.
- Pencil and paper.
- 20 blank DA Forms 2445, Correspondence Control Record.
- 24 envelopes (plain or indicia).

TIME REQUIRED

- Individual: 2 hours
- Group: 2 hours

REFERENCES

- AR 340-5
- AR 340-15

STUDENT INSTRUCTIONS:

- Prerequisites: Before taking this lesson, you should have successfully completed TEC lessons 510-121-7362-A and 510-121-7369-A.

STUDENT/SUPERVISOR INSTRUCTIONS

- Take the Pre-test/Post-test. If you pass, you do not have to take the lesson.
- Make sure you have the material required to complete the lesson.
- Take the lesson. Use a separate sheet of paper and/or other appropriate materials for the exercises. Do not write in this book.
- When you complete the lesson, take the Pre-test/Post-test again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Make sure the students have completed the prerequisites listed in the Student Instructions.
- Administer the Pre-test/Post-test to determine the need for the lesson. Responses to test questions must be made on a separate sheet of paper and/or on other appropriate materials, not in the lesson book. To pass the test, a soldier must answer 14 of the 17 test items in Part 1, and 14 of the 17 test items in Part 2 correctly.
- Make sure students have the material required to complete the lesson.
- Administer the lesson to students who do not pass the Pre-test/Post-test. Remind them to write their responses to the exercises on a separate sheet of paper or on other appropriate materials and not in the lesson book.
- Administer the Pre-test/Post-test to students who complete the lesson. Students who do not pass must take the lesson again.

TEC LESSON 510-121-7370-A

Route/Dispatch Distribution

This test consists of questions that cover every training objective of the lesson. These questions have a total value of 34 points. When you have completed the test, check your answers against the Pre-test/Post-test Answer Key on page 76. If you do not score at least 14 points on Part 1, and 14 points on Part 2, you must take the lesson - or take it again if you have already taken it. Write your answers on a separate sheet of paper and/or on other appropriate materials. DO NOT WRITE IN THIS BOOK.

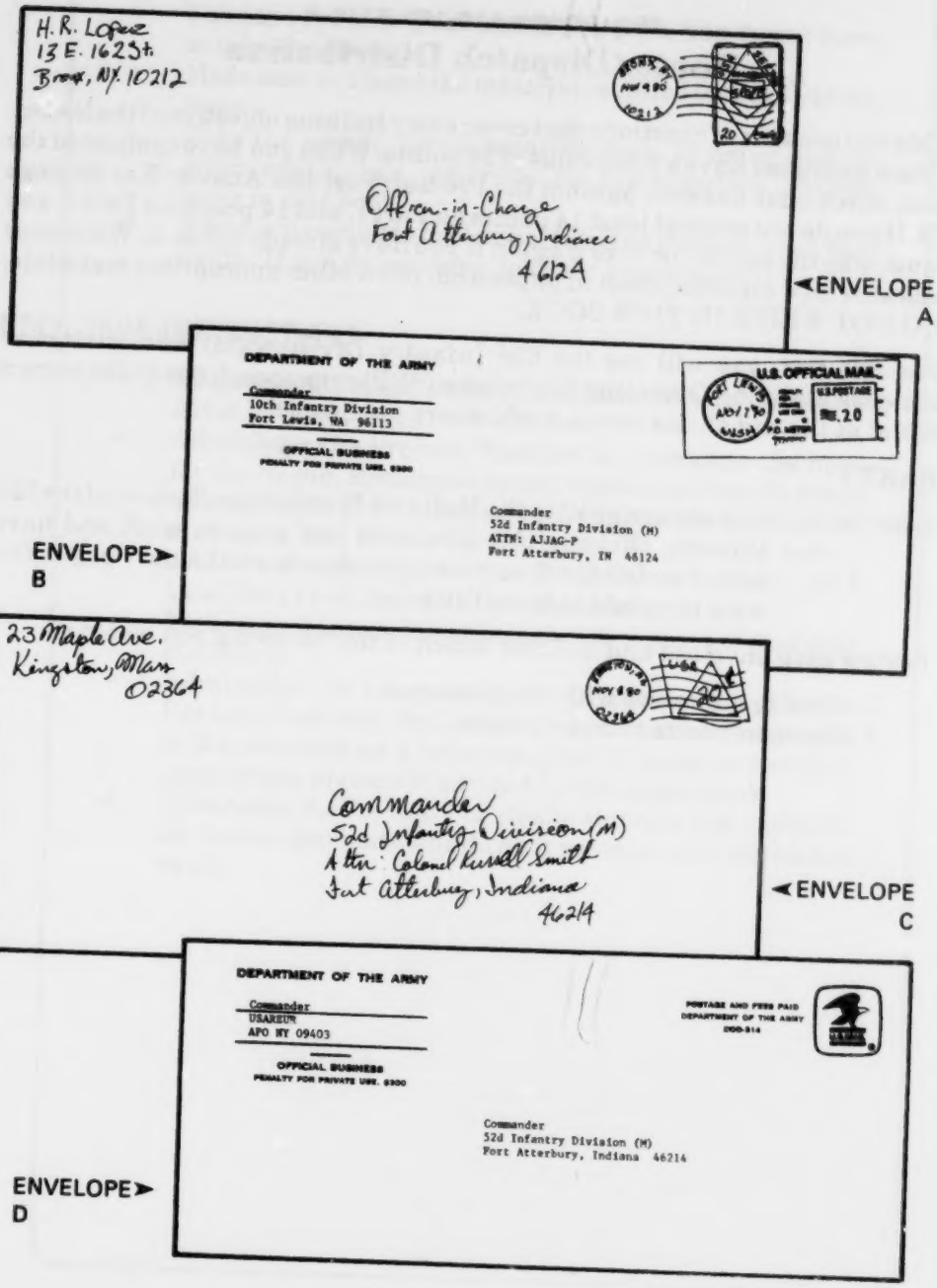
For this test, you will use the 52d Infantry Division (M) Administrative Services Standing Operating Procedures (SOP) correspondence guide extract found at the end of this lesson book, where applicable.

PART 1

Exercise 1: You are assigned to the Mail and Distribution Section of the 52d Infantry Division (M). You have just come to work and have been handed the four envelopes shown on the next page. You were then told to route them.

Review each envelope and indicate which of the following you would do.

1. Send to addressee without opening.
2. Open and route as appropriate.



READEX FICHE
best copy available

Exercise 2: You have received the documents shown on the next three pages and must determine what action to take for each.

- ***a.*** If required, prepare DA Form 2445, Correspondence Control Record; there have been 3 items suspended this month.
- ***b.*** Write on your paper the ACTION addressee, or if applicable, the ACTION and INFO addresses. Be sure to label them as "ACTION" or "INFO." Use the correspondence routing guide located at the end of this lesson book to determine where the distribution should be sent.
- ***c.*** Indicate (YES-NO) if a DATE/TIME Stamp is required.

TODAY IS 13 November 1990.
Suspense Control: The 52d Inf Div (M) suspense dates for all DA Forms 2445 are *two days PRIOR* to the suspense date shown in the correspondence.

NOTE: FOR THE PURPOSES OF THIS TEST, IGNORE COPIES FOR THE READING FILE.

Item #1

DEPARTMENT OF THE ARMY
HEADQUARTERS, THIRD UNITED STATES ARMY
FORT MC PHERSON, GEORGIA 30330

S: 23 November 1990

AJAGT

10 November 1990

SUBJECT: Security Investigation

Commander
52d Infantry Division (M)
Fort Atterbury, IN 46214

1. The security investigation concerning OPlan 4-90 cannot be acted upon by this headquarters until such time as TUSA Form 373 is received. Due to the nature of this investigation request necessary copies be furnished by the above suspense date.

2. POC at this headquarters is MAJ Barney, AVN 555-8976.

FOR THE COMMANDER:

J. M. DICKSON
LT, AGC
Asst AG

Item #2

SP4 Russell B. Smith
011-23-1132
HHC, 10th Ord Det
APO NY 09113

Nov 9, 1990

Commanding General
52d Inf Div (M)
Ft. Atterbury, IN 46124

Sir;
I was assigned to your Division (4th Bn, 1st BDE) from March 1989 until August 1990 when I was sent here to Germany.

When I left I was told I would receive ~~the~~ an award. It was supposed to be the 52d Division Soldier's Award.

Could you check on my award and let me know when I am going to get it? It means a lot to me. Thanks Sir,

Russell B. Smith
SP4, USA

Item #3

DEPARTMENT OF THE ARMY
HEADQUARTERS, THIRD UNITED STATES ARMY
FORT MC PHERSON, GEORGIA 30330

AJAGF

10 November 1990

SUBJECT: POL Support for Reserves

Commander
52d Infantry Division (M)
Fort Atterbury, IN 46124

1. Reference TUSA Circular 430-19, dated 15 Aug 90.

2. Until such time as a new circular can be issued, your command will support, in addition to those units listed in the above reference, all reserve units in your area of command with POL.

3. Questions concerning the above may be directed to LTC Sutherlin, this headquarters, AUTOVON 555-4428.

FOR THE COMMANDER:

J. M. DICKSON
1LT, AGC
Asst AG

PART 2

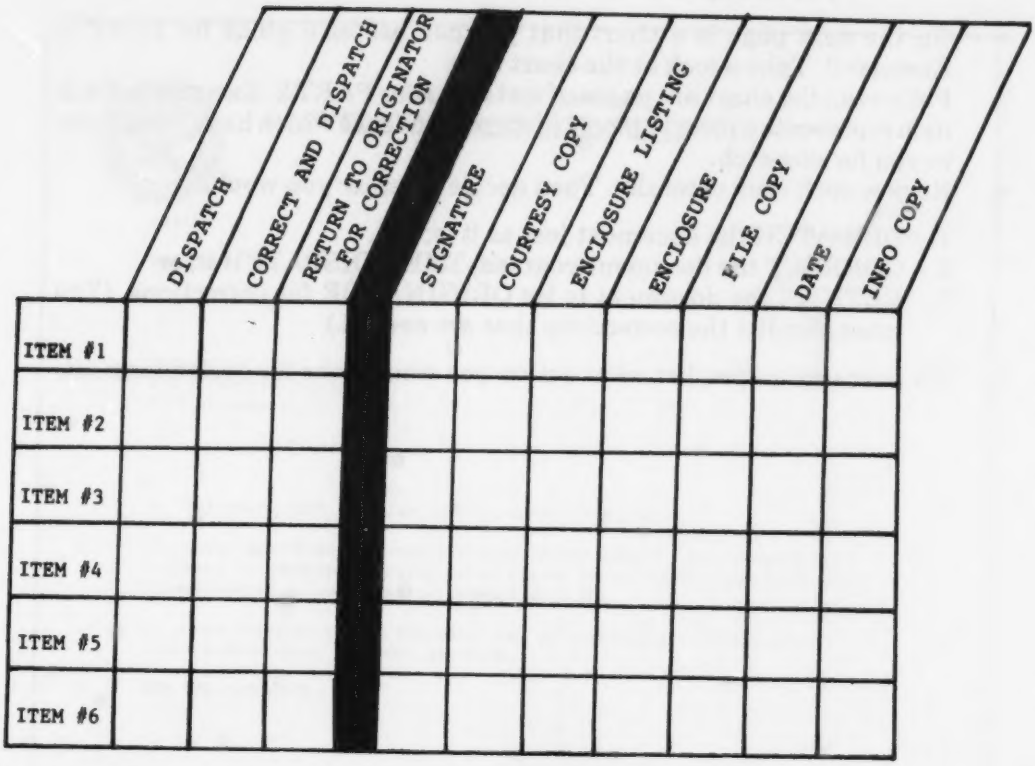
Exercise 3: **You are assigned to the Mail and Distribution Branch of the Administrative Services Division, 52d Infantry Division (M). You have just received distribution for dispatch.**

- On the next page is a chart that you can use as a guide for PART 2, Exercise 3. Take a look at the chart now.
- Following the chart are pages of test items for PART 2, Exercise 3. Each item represents a piece or pieces of correspondence which have been given to you for dispatch.
- Review each item carefully. Then decide whether you would:

  1. DISPATCH the document just as it is;
  2. CORRECT the document yourself, THEN DISPATCH it; or
  3. RETURN the document to its ORIGINATOR for corrections. (You must also list the corrections that are needed.)

- On your own paper, list what action you would take for each document.

**USE AS A GUIDE ONLY. DO NOT WRITE YOUR ANSWERES HERE.
WRITE YOUR ANSWERS ON YOUR OWN PAPER.**



Item #1

DEPARTMENT OF THE ARMY
HEADQUARTERS, THIRD UNITED STATES ARMY
FORT McPHERSON, GEORGIA 30330

S: 11 September 1990

AJAAG-A 27 August 1990

SUBJECT: Word Processing Center Seminar

Commander
52d Infantry Division (M)
Fort Atterbury, IN 46124

A two day Word Processing Center (WPC) Seminar will be conducted at this headquarters beginning on 17 September 1990. Costs to attend will be borne by your headquarters. Names of personnel that will be attending, if any, must be submitted so as to reach this headquarters NLT 11 Sep 90.

FOR THE COMMANDER:

WILLIAM TANNER
CPT, AGC
Asst AG

AJJAG-A 1st Ind

DA, HQ, 52d Infantry Division (M), Fort Atterbury, IN 46214 7 Sep 90

TO: Commander, Third United States Army, ATTN: AJAAG-A, Fort McPherson, Georgia 30330

Mrs. Diane Jones, Chief of the Word Processing Center at this location, will attend the seminar.

FOR THE COMMANDER:

CALVIN A. PERSHON
LTC, AGC
Adjutant General

CF:
Mrs. Jones, WPC

File Copy

INFO COPY

Item #2

DISPOSITION FORM

(AR 340-15)

S: 7 Sep 90

REFERENCE OR OFFICE SYMBOL	SUBJECT
AJJGB	Verification of Security Clearances

TO AG FROM ACofS G2 DATE 2 Sep 90 CMT 1
SGM Wallace/ls/8466

1. Due to a recent change in policy, DD Form 5326, Statement of Understanding, must be completed by all civilian employees who may come in contact with classified documents.

2. Necessary blank DD Forms 5326 are attached for your use. Instructions are contained on the reverse of each form on how to complete it. These forms, once completed, are to be kept on file in your office and will be made an item of intrest during security inspections by this office.

3. Request you notify this office in writing, NLT 7 Sep 90, that the above action has been completed.

1 Encl
as (14)

LARRY PATTERSON
LTC, MI
ACofS G2

AJJAG-A (2 Sep 90)

TO ACofS G2 FROM AG DATE CMT 2
MSG Phillips/cs/2935

Forms have been completed and are on file in this office.

cd all encl

CALVIN A. PERSHON
LTC, AGC
Adjutant General

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED.

File Copy with enclosure

Item #3

DEPARTMENT OF THE ARMY
52D INFANTRY DIVISION (MECHANIZED)
FORT ATTERBURY, INDIANA 46124
September 7, 1990

REPLY TO ATTENTION OF

Mrs. Janice Wilkins
405 Madway Drive
Johnstown, Kentucky 31904

Dear Mrs. Wilkins:

Attached, per your request, is an application for a new dependent's ID card (DD Form 1172).

Complete, in ink, those items marked with an "X" and bring the form to the Dependent ID Card Section, Building T-600, between the hours of eight o'clock AM and four o'clock PM, Monday thru Friday. At that time the necessary photographs will be taken and a new ID card will be issued to you.

Sincerely,

W. C. JUSTUS
Captain, Adjutant General Corp
Chief, Administrative Services Division

1 Enclosure
DD Form 1172

DD FORM 1172

Encl 1

Item #4

DEPARTMENT OF THE ARMY
32D INFANTRY DIVISION (MECHANIZED)
FORT ATTERBURY, INDIANA 46124

REPLY TO ATTENTION OF

AJJAG-A

7 September 1990

SUBJECT: Administrative Services Division Standing Operating Procedures (ASD SOP)

Commander
Eighth United States Army
ATTN: DAPE-TO
APO San Francisco 96301

1. Reference Third Army Regulation 310-9, 19 April 1985.

2. In accordance with paragraph 3 of the above reference, attached is a copy of the Administrative Services Division Standing Operating Procedures for this command.

FOR THE COMMANDER:

Calvin A. Pershon
CALVIN A. PERSHON
LTC, AGC
Adjutant General

File Copy with enclosure

Encl 1

JULY 1990

Item #5

DISPOSITION FORM

(AR 340-15)

REFERENCE OR OFFICE SYMBOL	SUBJECT
AJJAG-A	Request for Review of Records Management Program

TO ACofS G1 FROM AG DATE 7 Sep 90 CMT 1

MSG Phillips/cs/2935

1. Reference the phone conversation between MSG Phillips of this office and SGM Stone, G1 on 6 Sep 90.

2. MSG Phillips will visit your office on 10 Sep 90 for the purpose of reviewing your Records Management Program. This will not be considered an inspection; however, areas found to be deficient will be areas of interest in future Records Management inspections.

FOR THE ADJUTANT GENERAL:

W. C. AUSTUS
CPT, AGC
C, Admin Svcs Div

CF:
SGM Stone

File Copy

DA FORM 1 FEB 82 2496 REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 83 UNLESS SOONER EXHAUSTED.

Item #6

DEPARTMENT OF THE ARMY
52D INFANTRY DIVISION (MECHANIZED)
FORT ATTERBURY, INDIANA 46124

REPLY TO ATTENTION OF
AJJCC

7 September 1990

SUBJECT: Rehabilitating Below Average Personnel

SEE DISTRIBUTION

With the increasing requirements for an effective military force being overshadowed by a growing shortage of manpower resourses, the Army must place added emphasis on rehabilitating servicemen with below average aptitudes and motivations. Though time and money should not be wasted on irresponsible, troublesome, or disloyal individuals, commanders should strive to use all available means in rehabilitation. Only when circumstances indicate that future rehabilitative efforts would prove unsuccessful should the commander resort to elimination by board action.

JAMES R. FRANKLIN
Major General, USA
Commanding

DISTRIBUTION:

Cdr, 1st Bde, 52d Mech, Ft Atterbury, IN 46214
Cdr, 2d Bde, 52d Mech, Ft Atterbury, IN 46124
Cdr, 3d Bde, 52d Mech, Ft Atterbury, IN 46124
Cdr, 52d Mech Div Arty, Ft Atterbury, IN 46124
Cdr, 52d Cbt Avn Bn, Ft Atterbury, IN 46124
Cdr, 52d Engr Bn, Ft Atterbury, IN 46124
Cdr, 52d Mech DISCOM, Ft Atterbury, IN 46124

File Copy

Copy for 2d Bde

Copy for 3d Bde

Copy for Div Arty

Copy for Avn Bn

Copy for Engr Bn

Copy for DISCOM

Exercise 4:

- **You will be using the same documents (items #1 thru #6) that you used for Exercise 3.**
- **Some or all of the items that you used in Exercise 3 may require envelopes before they can be dispatched.**
- **Decide which items need envelopes.**
- **For each item that needs an envelope, prepare an envelope for the item.**

NOTE: Your *return address* is:

Commander
52d Infantry Division (M)
Fort Atterbury, IN 46124

also

include the appropriate
OFFICE REFERENCE SYMBOL!

(Page 18 is intentionally left blank.)

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INTRODUCTION

This lesson deals with two essential tasks you may sometimes perform. They are the routing of incoming distribution and the dispatching of outgoing distribution. The lesson is therefore broken into two parts: Section A, Route Incoming Distribution and Section B, Dispatch Outgoing Distribution.

SECTION A: ROUTE INCOMING DISTRIBUTION

Your duties may include working in a mail and distribution center. This is nothing more than the place where mail and other distribution is delivered and sent out.

This section of the lesson deals with making sure that the distribution (letters, messages, disposition forms, etc.) which is delivered to your organization is sent to the correct offices.

When you complete Section A of this lesson, you will have mastered the following procedures:

- Forwarding distribution to the correct offices.
- Identifying and controling distribution with a suspense date.
- Placing the date and time of receipt on correspondence when necessary.

Distribution can be made up of any kind of printed material. It can be handwritten, typed, printed, or copied material such as microfilm and microfiche. Some kinds of distribution are placed in envelopes before being delivered to the offices where they are supposed to go. Other kinds are not placed in envelopes.

Figure 1. A Central Distribution and Control Center.

You may work in a central distribution center which has a number of people working in it. In this office you will receive incoming distribution primarily from the United States Post Office and will sort it for direct delivery to offices. This is shown in figure 1. You may also receive incoming distribution from other offices in the headquarters. This internal distribution must also be routed through the central distribution center to its final destination.

Some of this distribution will not be in envelopes because it remains within the same headquarters and regular envelopes are not required. However, much of it will be sent in US Government Messenger Envelopes. These envelopes, SF 65-A, SF 65-B, and SF 65-C, will be discussed in Section B of this lesson. They are used to simplify routing and to insure that none of the pages of a document are lost or separated.

You may also work in an office served by the central distribution center. Each separate office has a box or basket in the central distribution center. It may be your job to go to the central distribution center periodically throughout the day to pick up distribution from your office's box or basket and carry it to your office. This is shown in figure 1. You would then further route the distribution to the specific people in your office who are supposed to receive it.

HOW TO ROUTE DISTRIBUTION

The first thing to do is go over, step by step, the process of deciding where distribution goes. The easiest way to describe the process is to put you in a mail and distribution center and go from there. Imagine that you are sitting at your desk in the mail and distribution center of the 52d Infantry Division (M) at Fort Atterbury, IN. Someone comes in with a stack of mail and other distribution which has been sent to the 52d Infantry Division (M). There are many different offices and units within the 52d Infantry Division (M). Your job is to go through the mail and distribution and figure out exactly which office or unit should get each piece. Here is what you do:

Go through the mail and distribution. Take any sealed envelopes which have either "EXCLUSIVE FOR" or an "ATTN:" line in the address and put them aside. Take all envelopes addressed to an individual or a specific unit or organization (Co C, 1st Bn, 3d Brigade; 52d Military Police Company, etc.) and put these aside also. Since these items are already addressed to particular people or offices, you don't have to do anything except send them to the offices or people indicated on the addresses. Usually you have a series of baskets or boxes which are labeled with the name or office symbol of each office in your organization. You must put each item in the appropriate box. Someone else actually picks up the distribution and delivers it. For example, the letter below has an "ATTN:" line, so you simply place it in the box, basket, etc., labeled AJJCS, Chief of Staff. That is all you have to do.

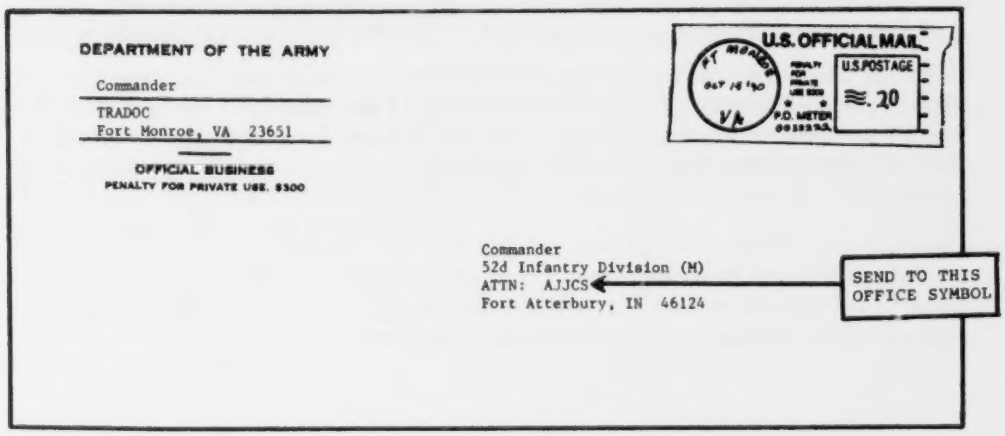


Figure 2. Completed envelope.

You have now taken care of everything with an "EXCLUSIVE FOR" or "ATTN:" line in the address.

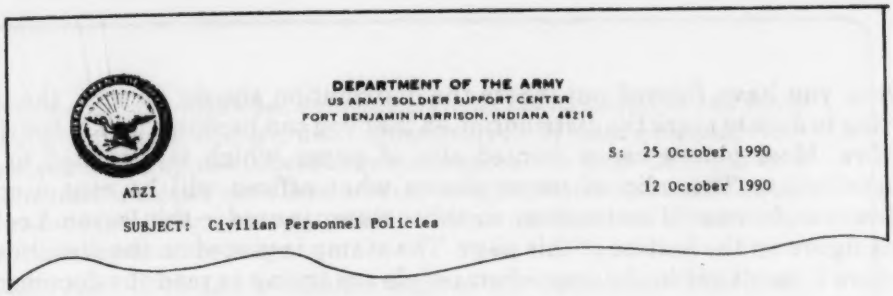
Next identify all distribution that has a specific organization identified in the address (e.g., Co C, 1st Battalion, 3d Brigade; 52d Military Police Company). Distribute all envelopes addressed like this.

What you have left is distribution that either is not in an envelope or is simply addressed to the "Commander, 52d Infantry Division (M)," "Headquarters, 52d Infantry Division (M)," or something else just as vague. Your job is to find out what specific office should get this distribution.

- The first thing to do is to open each envelope you have left so that you can look at the distribution itself.
- For each piece of distribution, look at the "TO" address. If this address contains an "EXCLUSIVE FOR" or an "ATTN:" line, set the piece of distribution aside. You will handle this distribution the same way you handled the envelopes that you did not have to open. What has probably happened here is that someone just forgot to put the entire address on the envelope.
- If you don't find an "EXCLUSIVE FOR" or an "ATTN:" line in the address, look at the subject of the distribution. Once you know the subject, you can go to a document called the "Correspondence Routing Guide." This document tells you where to route things based on their content or subject. Different organizations have different correspondence routing guides depending on their local standing operating procedures (SOP). Let's take a moment to see how the correspondence routing guide works.

Suppose the letter shown in figure 3 on the next page has been sent to the distribution center to be routed. By looking at the subject, you find that the letter concerns civilian personnel. You would go to the 52d Infantry Division (M) Administrative Services SOP and look for the correspondence routing guide.

Because the entire SOP is not needed for this lesson, the correspondence routing guide has been extracted for your use and is located at the end of this book. You should refer to it when completing the practice exercises, self-evaluation exercises, and the Pre-Test/Post-Test.



DEPARTMENT OF THE ARMY
US ARMY SOLDIER SUPPORT CENTER
FORT BENJAMIN HARRISON, INDIANA 46216

S: 25 October 1990

12 October 1990

ATZI

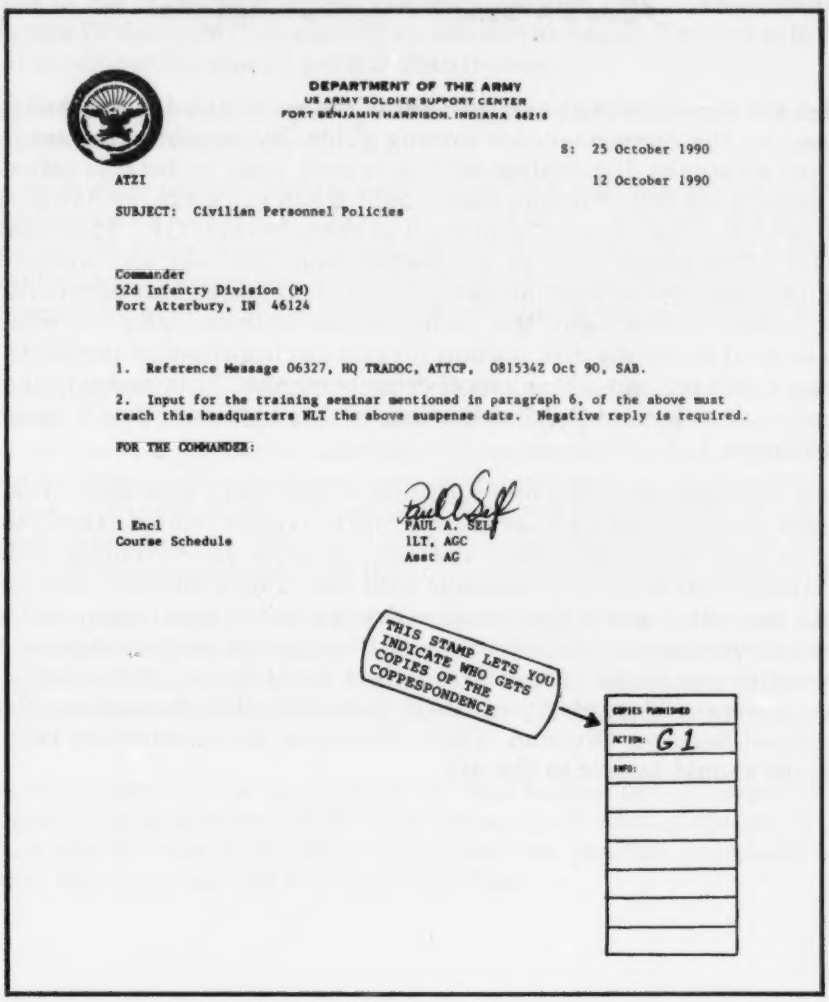
SUBJECT: Civilian Personnel Policies

Figure 3. A "SUBJECT" line on a military letter.

Match the subject of the letter with one of the areas listed under the "Subject" column on the correspondence routing guide. By matching the subject, you can tell where the distribution should be sent. Look under this column until you come to the title "Civilian Personnel." When you get to civilian personnel, read across to the "Action" column. The entry here is "G1." This means that the G1 office should receive the distribution and take any action that is required, such as carrying out new policies or replying to the distribution. The next column to the right, the "Information" column, tells you what other offices need to see the distribution for general information purposes. In our example, this column is blank for civilian personnel. This means that no other offices need to look at the distribution. In this case only the G1 receives the distribution.

Using the correspondence routing guide is fairly easy. One word of caution is in order, though. You may not always find the subject stated exactly the same way in both the distribution and the correspondence routing guide. For example, if you received a message with the subject Military Awards, what would the action and information addresses be? In this instance you would have to look through the 52d Infantry Division (M) correspondence routing guide until you found "Awards" which is listed under "personnel." Having found the word "Awards," you would then know that the action office is the Personnel Services Division (PSD). Therefore, an information copy of the message should be sent to the AG.

Once you have figured out where the distribution should be sent, the next thing to do is to mark the distribution so that you can be sure it gets to the right office. Most places use a printed slip of paper which is attached to the distribution. This slip of paper shows what offices will be sent a copy. However, for ease of instruction, a rubber stamp is used in this lesson. Look at the figure on the bottom of this page. The stamp is placed on the distribution where it won't get in the way when people are trying to read the document.



DEPARTMENT OF THE ARMY
US ARMY SOLDIER SUPPORT CENTER
FORT BENJAMIN HARRISON, INDIANA 46216

S: 25 October 1990

ATZI

12 October 1990

SUBJECT: Civilian Personnel Policies

Commander
52d Infantry Division (M)
Fort Atterbury, IN 46124

1. Reference Message 06327, HQ TRADOC, ATTCP, 081534Z Oct 90, SAB.

2. Input for the training seminar mentioned in paragraph 6, of the above must reach this headquarters NLT the above suspense date. Negative reply is required.

FOR THE COMMANDER:

PAUL A. SELF
1LT, AGC
Asst AC

1 Encl
Course Schedule

Figure 4. "COPIES FURNISHED" stamp on a military letter.

NOTE: As you may remember, a nonmilitary letter has no subject line for you to look at when you are routing it. Don't let that stop you. By reading the body of the letter, you should be able to determine the subject of the letter. Once you have determined the subject of the letter, you can compare it with the subject listings in the correspondence routing guide. Then you can pick out the offices which should get copies of the letter.

Usually each office gets a separate copy of the distribution. Sometimes, however, you will not receive enough copies of a document to give to each action and information office. In that case, have enough copies duplicated so that each office does receive a copy.

At this point you should know where to send all the distribution. You have studied the following methods on how to route incoming distribution:

- Look for an "EXCLUSIVE FOR" or an "ATTN:" line.
- Look at the subject of the document and use the routing guide to select the correct office.
- Read the body of a nonmilitary letter to determine the subject and then use the routing guide to select the correct office.

The next thing you should do is look at each piece of distribution to see if it has a suspense date on it. *A suspense date is a date by which a reply to a piece of distribution is required.* There are several places where a suspense date can be found:

- A suspense date may be included in a message. If it is, you will find it in parentheses after the subject line. For example, SUBJ: STORAGE OF DOCUMENTS (S 21 Feb 90). See figure 5.
- A suspense date may also be found on a military letter. In this case it is two spaces above the date of the letter. For example, S: 1 September 1990. See figure 6.
- A suspense date may also be found on a disposition form. In this case it is on the proponent agency line, ending as close as pos- sible to the right margin. For example, S: 28 March 1990. See figure 7.

If a suspense date is not found in these places, there is another place: in the text of the item to be routed. That's right! You can also find it in the actual text. So be careful to skim the text for a hidden suspense date which may be entered as a time frame (i.e., within 15 working days), instead of an actual date.

R RUCAKO UCMLS
DE RUCAC
ZNR
RR 051400Z FEB 90
FM CDRUSTA FT MCPHERSON GA //AJAGL//
TO CDR52DINFDIV FT ATTERBURY //AJJCG//
BT
UNCLAS
SUBJ: STORAGE OF DOCUMENTS (S: 21 FEB 90)
A. MY ATCE 180739Z DEC 89 (U)
B. CDR USAONE FT MEADE MD AHACE 251112Z NOV 89 (U) NOTAL
C. MY ATCH 291412Z DEC 89 (U) PASEP
1. THIS IS AN UNCLAS MULTIPLE ADDRESS MSG. ONE ACTION ADDRESSEE IS SERVED BY MAIL AND ONE INFO ADDRESSEE IS SERVED BY COURIER. THE REMAINING ADDRESSEES ARE SERVED BY ELECTRICAL MEANS.
2. NOTE THE LISTING OF MULTIPLE REFERENCES ON SEPERATE LINES.
BT

Figure 5. Suspense date on a message.

DEPARTMENT OF THE ARMY
HEADQUARTERS, THIRD UNITED STATES ARMY
FORT MC PHERSON, GEORGIA 30330

S: 1 September 1990

14 August 1990

AJACS

SUBJECT: Military Awards

Commander
52d Infantry Division (M)
Fort Atterbury, IN 46124

Figure 6. Suspense date on a military letter.

DISPOSITION FORM
(AR 340-15)

S: 28 March 1990

REFERENCE OR OFFICE SYMBOL	SUBJECT
DAAG-AMS-O	Preparation of a Dispatch Report

TO	FROM	DATE	CMT 1
DAIG-SD Pentagon	DAAG Forrestal	1 March 1990	Mr. Russell/kd/1919

Figure 7. Suspense date on a disposition form.

If there is a suspense date on a piece of distribution, you must fill out and attach a control form to the document before you distribute it. The form to use for this action is a DA Form 2445, Correspondence Control Record. This form is used to insure that everyone who handles a piece of distribution requiring a reply by a certain date realizes this fact.

Look at figure 8. This is a copy of DA Form 2445, Correspondence Control Record.

The following is an item-by-item description of how to fill out the form. As you read the item descriptions below, refer to the form and follow along.

Item 1: Enter the subject of the correspondence, the name of the individual in the correspondence, or the message date/time group.

Item 2: Enter the suspense date established by your office in accordance with the suspense date shown on the document or with the time element set by the organization for processing that type of correspondence. (For purposes of this lesson, make the suspense date 2 days prior to the suspense date on the document.)

Item 3: Enter the control number for that piece of correspondence as required by local policy. Usually it is a one-up numerical system, such as 3-12, 3-13, etc. This number is broken down in the following manner. The number 3 before the dash in both cases refers to the third month of the year. The number after the dash is a one-up system for distribution within that month (i.e., the first piece of distribution for April is 4-01; the third piece of distribution for April is 4-03, etc.).

Item 4: Enter the addressee, office symbol, and/or full address, as appropriate.

Item 5: Enter the date of the document. (NOTE: The date/time group of a message is not used.)

Item 6: Enter the type of document (e.g., message (MSG), letter (LTR), memorandum (MEMO)).

Item 7: The file number is to be completed when the document is filed.

Item 8: Enter a brief summary of what the document contents pertain to.

Item 9: Enter the office to which the document is to be sent for action. If that office sends the document to another office for action, that office will fill out the next TO block to the right of the first TO block. After you complete the TO block, enter the date you are sending it in the DATE block just below the TO block.

Item 10: This block is completed when the reply has been made or when the document is indorsed to another office or agency for reply.

Item 11: Enter the name of the office or place where the document will be filed or is filed.

Item 12: Enter a brief statement of what other action was necessary or required.

Once the DA Form 2445 is completed, take off the first copy and put it in your suspense file. Then staple the completed form to the correspondence. The suspense file must be checked daily to make sure all suspense dates are being met.

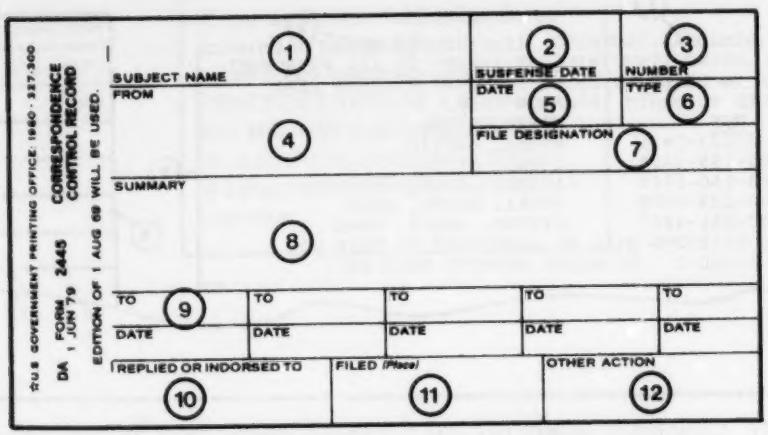


Figure 8. DA Form 2445.

The figure below is a copy of a filled-out DA Form 2445, along with the correspondence being controlled. Notice that most of the information you need to complete the form can be copied directly from the document. The circled numbers on the message and the DA Form 2445 are to show the relationship between the information needed for the DA Form 2445 and the information on the message.

DA FORM 2445, JUN 79 — CORRESPONDENCE CONTROL RECORD

SUBJECT NAME: (1) SEASONAL CLOTHING
SUSPENSE DATE: 23 Feb 90 (2)
NUMBER: 2-11
FROM: (3) THIRD US ARMY AJAGL
DATE: 5 Feb 90 (4)
TYPE: MSG
FILE DESIGNATION:
SUMMARY: (5) ISSUE CLOTHING FOR FTX RUNNING BEAR

TO	TO	TO	TO	TO
G4 (6)				
DATE	DATE	DATE	DATE	DATE
7 Feb 90				

REPLIED OR INDORSED TO | FILED (Place) | OTHER ACTION

(4) RR 051400Z FEB 90
FM CDRUSTA FT MCPHERSON GA //AJAGL// (3)
TO CDR52DINFDIV FT ATTERBURY IN //AJJGD//
BT
UNCLAS
SUBJ: SEASONAL CLOTHING (S: 25 FEB 90) (1) (2)
1. FOLLOWING ITEMS WILL BE ISSUED TO ALL PERSONNEL FOR USE IN FIELD TRAINING EXERCISE RUNNING BEAR SCHEDULED TO BEGIN 10 MARCH 1990.

NSN	NOMENCLATURE
8405-00-223-7621	PARKA, ARCTIC
8415-00-199-5408	SHELL, MITTEN
8415-00-160-0769	INSERT, ARCTIC MITTEN
8415-00-223-7685	PARKA, WHITE, CAMO
8415-00-261-4827	MITTEN, WHITE, CAMO

(5)

2. REQUISITIONS WILL BE SUBMITTED TO THIS HQ, ATTN: AJAGL-C. NEGATIVE REPORTS REQUIRED.
BT

(6)

COPIES FURNISHED
ACTION: G4
INFO:

NOTE: Local policy usually requires that your suspense dates be established at least 2 days before the suspense date of the document. Your suspense date varies with the type of correspondence to be answered. This earlier suspense date allows you time to receive the reply to your suspense and forward it to the original office by the original suspense date.

You now know where everything is going to be sent, and you have attached DA Form 2445 to those items which have suspense dates. You have just one more thing to check. Some pieces of distribution have to be specifically marked with a stamp showing the date and time you received the distribution. Every command has its own local policies telling which pieces of distribution should be date/time stamped. For the purposes of this training, you are in the 52d Infantry Division (M). Therefore, you need to follow the 52d Infantry Division (M) SOP policy on date/time stamping which follows:

> 2-8. TIME STAMPING. This is the process of marking the reverse of incoming correspondence with the time and/or date of receipt, usually by rubber stamp or mechanical process. Time stamping will be accomplished only when the time of receipt or dispatch of a communication is of legal or monetary significance (i.e., bids, contracts, summons to appear in court, claims against the country, or bills).

Now you have everything routed and, if necessary, controlled and/or date/time stamped. The last step is easy. Just place each piece of distribution in the proper box or basket so that it can be picked up and delivered to the right office. Once you have done this, your job of routing incoming distribution is complete.

If you understand the procedures covered in Section A of this lesson, you are ready to complete PRACTICE EXERCISE 1. However, if you still have questions, carefully re-read the information in Section A before proceeding to the practice exercise.

PRACTICE EXERCISE 1

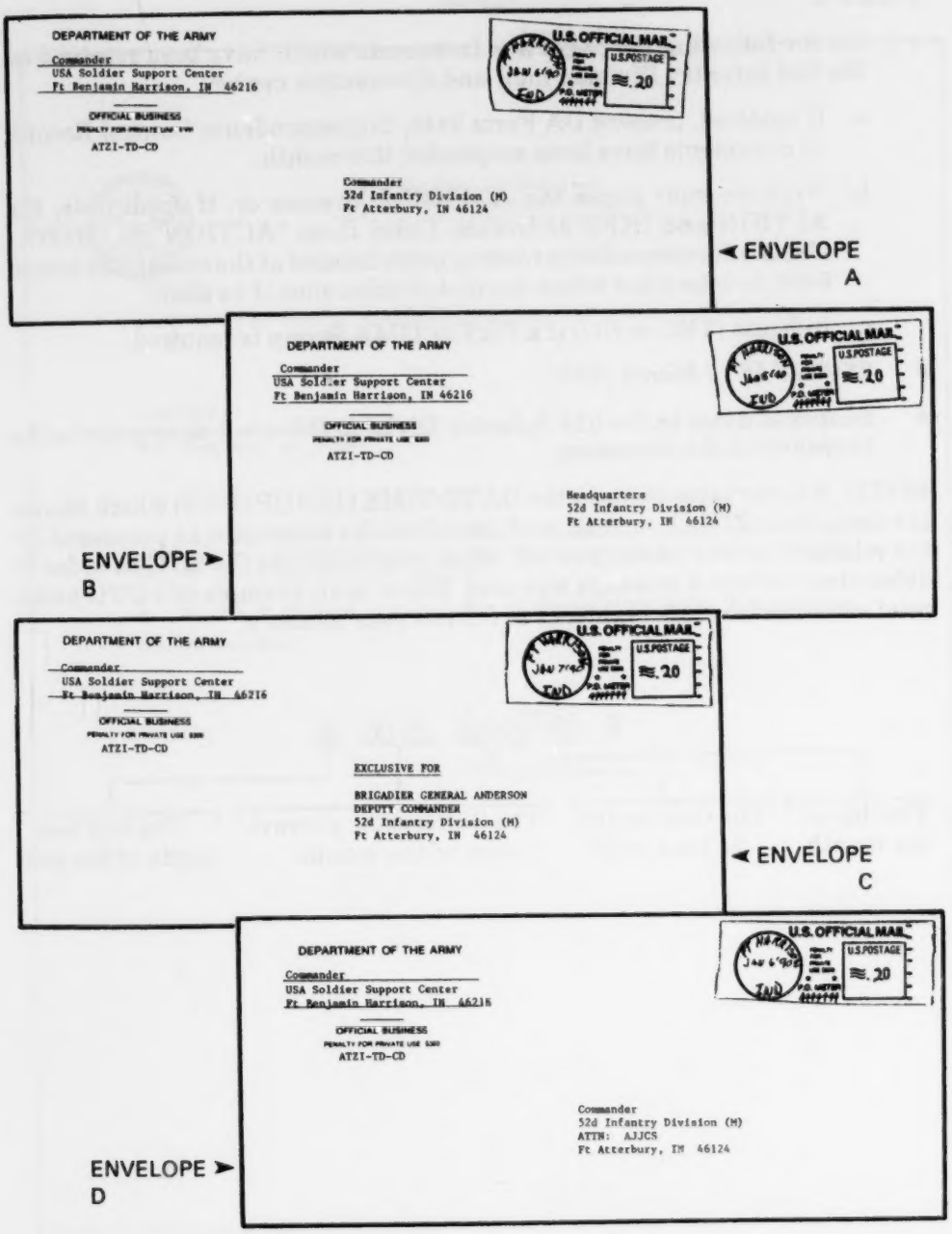
This practice exercise includes two parts. Each part has its own directions. Read these directions carefully before beginning. Re- member to consult the correspondence routing guide located at the end of this lesson book to determine where the distribution should be sent.

NOTE: You will be recording your answers on your own paper. *DO NOT WRITE IN THIS BOOK.*

PART 1.

The envelopes shown on the next page represent correspondence which has just come to you for routing. Determine which of the following actions you would take. Write your answers on your own paper.

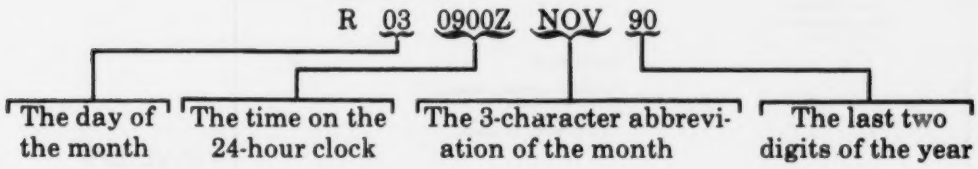
1. **Send to addressee without opening.**
2. **Open and route as appropriate.**


DEPARTMENT OF THE ARMY
Commander
USA Soldier Support Center
Ft Benjamin Harrison, IN 46216
OFFICIAL BUSINESS
ATZI-TD-CD
U.S. OFFICIAL MAIL
U.S.POSTAGE
.20
Commander
32d Infantry Division (M)
Ft Atterbury, IN 46124
ENVELOPE A
DEPARTMENT OF THE ARMY
Commander
USA Soldier Support Center
Ft Benjamin Harrison, IN 46216
OFFICIAL BUSINESS
ATZI-TD-CD
U.S. OFFICIAL MAIL
U.S.POSTAGE
.20
Headquarters
52d Infantry Division (M)
Ft Atterbury, IN 46124
ENVELOPE B
DEPARTMENT OF THE ARMY
Commander
USA Soldier Support Center
Ft Benjamin Harrison, IN 46216
OFFICIAL BUSINESS
ATZI-TD-CD
U.S. OFFICIAL MAIL
U.S.POSTAGE
.20
EXCLUSIVE FOR
BRIGADIER GENERAL ANDERSON
DEPUTY COMMANDER
52d Infantry Division (M)
Ft Atterbury, IN 46124
ENVELOPE C
DEPARTMENT OF THE ARMY
Commander
USA Soldier Support Center
Ft Benjamin Harrison, IN 46216
OFFICIAL BUSINESS
ATZI-TD-CD
U.S. OFFICIAL MAIL
U.S.POSTAGE
.20
Commander
52d Infantry Division (M)
ATTN: AJJCS
Ft Atterbury, IN 46124
ENVELOPE D

PART 2

- On the following six pages are documents which have been received by the 52d Infantry Division mail and distribution center.
  a. If required, prepare DA Form 2445, Correspondence Control Record, 19 documents have been suspended this month.
  b. Write on your paper the ACTION addressee or, if applicable, the ACTION and INFO addresses. Label them "ACTION" or "INFO." Use the correspondence routing guide located at the end of this lesson book to determine where the distribution should be sent.
  c. Indicate (YES or NO) if a DATE/TIME Stamp is required.
- *TODAY IS 13 March 1990*
- Suspense dates in the 52d Infantry Division (M) *are 2 days prior* to the suspense on the document.

NOTE: All messages contain the DATE-TIME GROUP (DTG) which shows the date, time (ZULU), month, and year that the message was processed by the releaser. In this lesson you will often need to decide the DTG in order to determine the date a message was sent. Below is an example of a DTG and a brief explanation of its segments to refresh your memory:


R 03 0900Z NOV 90
The day of the month
The time on the 24-hour clock
The 3-character abbreviation of the month
The last two digits of the year

Item #1

DEPARTMENT OF THE ARMY
US ARMY SOLDIER SUPPORT CENTER
FORT BENJAMIN HARRISON, INDIANA 46216

ATZI-CPO

12 March 1990

SUBJECT: FY 90 Civilian Personnel Conference

Commander
52d Infantry Division (M)
Fort Atterbury, IN 46124

1. The FY 90 Civilian Personnel Conference originally scheduled for 14-17 May 1990, has been postponed pending the issuance of revised staffing and budgeting factors by the Comptroller of the Army.

2. You will be notified at a later date of the new schedule for this conference.

FOR THE COMMANDER:

R. L. KIEFTNER
COL, FC
Deputy Comptroller

Item #2

DEPARTMENT OF THE ARMY
HEADQUARTERS, THIRD UNITED STATES ARMY
FORT MC PHERSON, GEORGIA 30330

AJAGP

11 March 1990

SUBJECT: Incentive Awards Program

Commander
52d Infantry Division (M)
Fort Atterbury, IN 46124

1. An effective and viable suggestion program is a necessary function of command. It is important that this channel of communication be open to all personnel. More than $750,000 was saved during FY 89 by adoption of suggestions of personnel in your command.

2. The suggestion program must be responsive. Timely evaluation of suggestions is critical to the success of the program. If an individual submits a suggestion and does not receive a timely reply, he becomes frustrated with the program and will refrain from making future suggestions. It is important that interim replies be provided when an imediate reply cannot be made.

3. Command emphasis must be placed on timely responses to suggestions by suggestion evaluators. A certain sense of urgency is necessary in the management of the suggestion program.

FOR THE COMMANDER:

D. DALE SUTHERLIN
LTC, AGC
Adjutant General

Item #3

CONCRETE CONSTRUCTION, INC
1201 South Atreet, Suite 852
Moira, IN 46222

Commander
52d Infantry Division (Mechanized)
Fort Atterbury, Indiana 46124

Dear Sir:

Attached is the contract for construction of a post gymnasium. The bid reflects anticipated discounts as well as future gains in efficiency due to use of the most up-to-date machinery in the business.

We hope you will agree with us in our assertion that this bid reflects the highest quality service at the most reasonable prices.

Sincerely,

[illegible] P. RUSSELL
President

Encl

Item #4

DEPARTMENT OF THE ARMY
HEADQUARTERS, THIRD UNITED STATES ARMY
FORT MC PHERSON, GEORGIA 30330

S: 25 Mar 90

AJAGT

10 March 1990

SUBJECT: Request for Emergency Operations Plan 4-89

Commander
52d Infantry Division (M)
Fort Atterbury, Indiana 46124

1. Request you provide this headquarters with a copy of your revised Emergency Operations Plan 4-89 NLT the above suspense.

2. This EOP is required to be permanently posted to all unit bulletin boards.

FOR THE COMMANDER:

R. E. JOHNSON
CPT, AGC
Asst AG

NOTE: This is the message your unit received today.

Item #5

```
NNNN
CAA300V EAA066PEA129
RR RUCAKO
ZNR UUUU
R 030500ZMAR90
FM CDR8THINFDIV MANNHEIM GERMANY //EABAG-P//
TO CDR52DINFDIV FT ATTERBURY IN //AJJAG//
BT
UNCLAS
SUBJ:  REQUEST FOR PCS ORDERS  (S:  15 MAR 90)
REQUEST THREE COPIES OF YOUR ORDERS 201-19, 14 NOV 89, PERTAINING
TO PFC THOMAS P. STEINMANN, 167-18-1073, BE FORWARDED THIS HQ NLT
THE ABOVE SUSPENSE.  ALSO PLEASE FWD COPIES OF ALL AMENDMENTS TO
THESE ORDERS.  EM DEPARTED YOUR COMMAND ON 17 DEC 89.
BT
```

NOTE: This is the message your unit received today.

Item #6

```
NNNNACAA102VV EAA668TEH295
RR RUCAKO
DE RUWPOG 6138 1221917
ZNR UUUU
R 051800ZMAR90
FM CDRUSAFAC FT HARRISON IN //FIFCV-BA//
TO CDR52DINFDIV FT ATTERBURY IN //AJJFI//
BT
UNCLAS
SUBJECT:  STATUS OF ALLOTMENT
A.  YOUR MESSAGE AJJFI 021700Z MAR 90, (U).
IUR RECORDS SHOW THAT SP4 DAVID A. STRIKER INITIATED A CLASS A
ALLOTMENT PAYABLE TO MRS. DAVID A. STRIKER EFFECTIVE 1 DEC 89.
IF CHECKS HAVE NOT BEEN RECEIVED, TRACER ACTION SHOULD BE INITIATED
ASAP.
BT
```

ANSWERS - PART 1

Envelope A - Open and route as appropriate.

Envelope B - Open and route as appropriate.

Envelope C - Send to addressee without opening.

Envelope D - Send to addressee without opening.

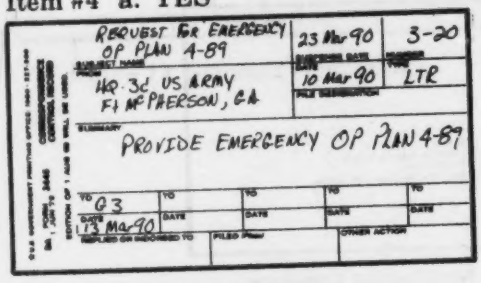
4 ANSWERS - PART 2

Item #1 a. NO
b. ACTION - G1
c. NO

Item #2 a. NO
b. ACTION - G1
c. NO

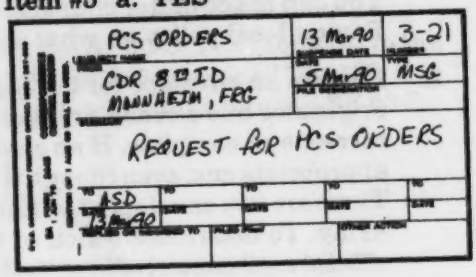
I4em #3 a. NO
b. ACTION - COMPT/FIN
INFO-ENGR
c. YES

Item #4 a. YES



b. ACTION - G3
c. NO

Item #5 a. YES



b. ACTION - ASD
c. NO

Item #6 a. NO
b. ACTION - COMPT/FIN
c. NO

SECTION B: DISPATCH OUTGOING DISTRIBUTION

In addition to routing correspondence that is sent to your command, you also may have to send correspondence from your command to other units and posts. Sending correspondence is referred to as dispatching distribution.

To dispatch outgoing distribution, you must do three things:

1. Check the correspondence before it is sent anywhere to make sure it is complete and correct. If you find something wrong, you should send the correspondence back to the office that prepared it (called the originator). You can make minor changes, such as adding a date that was left off. Review local policy on what you can correct.

2. Prepare an envelope for the correspondence if it is to be mailed. If the originator has already prepared an envelope, you must make sure it is correct and complete. If no envelope is attached, you must prepare an appropriate one, even though the correspondence may need correction. There are two envelopes available for use within the Department of the Army. To determine which of the two envelopes to use, contact your official mail control officer (OMCO) and ask if your office is serviced by a postage meter. If it is, use the NON-INDICIA envelope shown in figure 10. If it is NOT, use an INDICIA envelope as shown in figure 11.

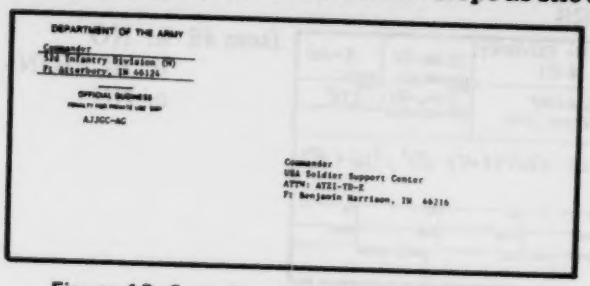


Figure 10. Completed Non-indicia Envelope.

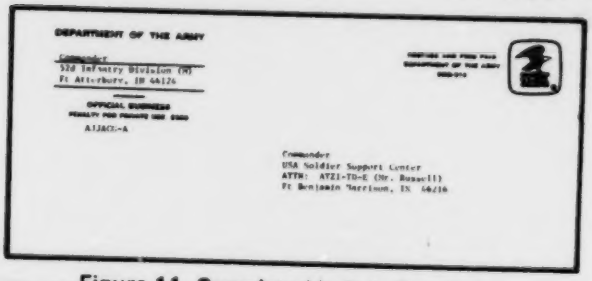


Figure 11. Completed Indicia Envelope.

3. Sometimes correspondence is not sent through the mail because it is internal (within the same office or on the same installation). In this case the distribution is usually placed in a messenger envelope. There are three sizes of messenger envelopes:

   a. The smallest messenger envelope is the Standard Form 65-A. See figure 12. The SF 65-A measures 4" by 9½". It is used for correspondence which can be folded in three equal sections and is not too bulky.

   b. The next size of messenger envelope is the SF 65-B. See figure 13. The SF 65-B measures 12" by 9½". It is used for letter size documents which are too bulky to be folded and placed in the SF 65-A.

   c. The largest messenger envelope is the SF 65-C. It is identical to the SF 65-B except that it is larger. The SF 65-C measures 12" by 16". It is used for large and bulky material which will not fit into the SF 65-B.

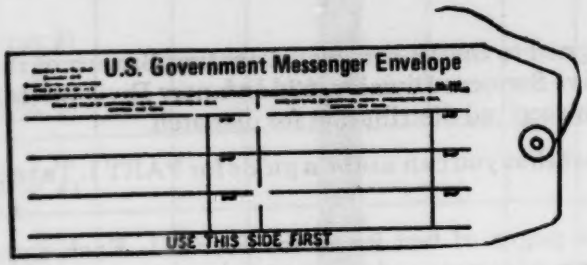


Figure 12. Standard Form 65-A.

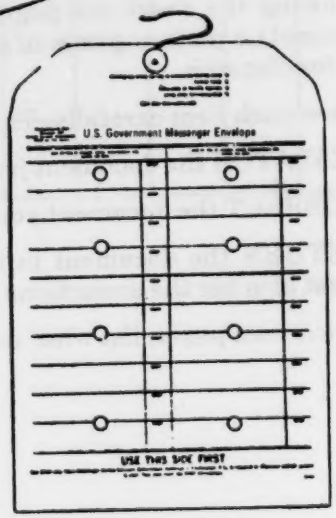


Figure 13. Standard Form 65-B.

In order to dispatch distribution, you will:

- Make sure all correspondence is signed and dated.
- Make sure all enclosures are properly listed and are attached to the correspondence.
- Make sure each addressee is sent a copy of the correspondence.
- Make sure that a copy of each piece of correspondence is sent back to the originator when the original document is dispatched.
- Prepare envelopes for mailing correspondence.
- Dispatch outgoing distribution.

PRACTICE EXERCISE 2

PART 1

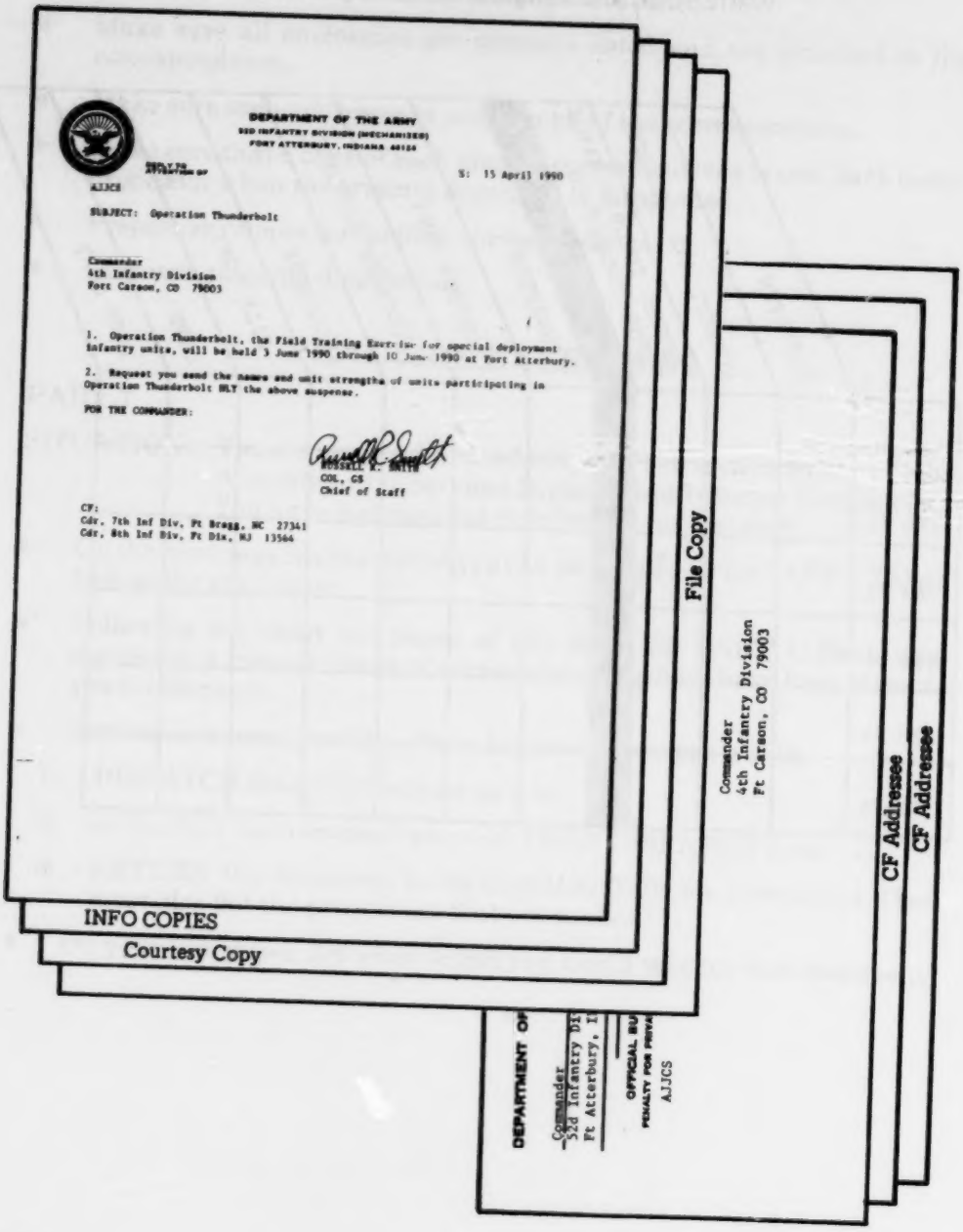
SITUATION: You are assigned to the Mail and Distribution Branch of the Administrative Services Division, 52d Infantry Division (M). You have just received distribution for dispatch.

- On the next page is a chart that you can use as a guide for PART 1. Take a look at the chart now.
- Following the chart are pages of test items for PART 1. Each item represents a piece or pieces of correspondence which have been given to you for dispatch.
- Review each item carefully. Then decide whether you would:
  1. DISPATCH the document just as it is;
  2. CORRECT the document yourself, THEN DISPATCH it; or
  3. RETURN the document to its ORIGINATOR for corrections. (You must also list the corrections that are needed.)
- On your own paper, list what action you would take for each document.

USE AS A GUIDE ONLY. DO NOT WRITE YOUR ANSWERS HERE.
WRITE YOUR ANSWERS ON YOUR OWN PAPER.

	DISPATCH	CORRECT AND DISPATCH	RETURN TO ORIGINATOR FOR CORRECTION	SIGNATURE	COURTESY COPY	ENCLOSURE LISTING	ENCLOSURE	FILE COPY	DATE	INFO COPY
ITEM #1										
ITEM #2										
ITEM #3										
ITEM #4										
ITEM #5										
ITEM #6										

Item #1


DEPARTMENT OF THE ARMY
AJJCS
SUBJECT: Operation Thunderbolt
Commander
4th Infantry Division
Fort Carson, CO 79003
1. Operation Thunderbolt, the Field Training Exercise for special deployment infantry units, will be held 3 June 1990 through 10 June 1990 at Fort Atterbury.
2. Request you send the names and unit strengths of units participating in Operation Thunderbolt NLT the above suspense.
FOR THE COMMANDER:
COL, GS
Chief of Staff
CF:
Cdr, 7th Inf Div, Ft Bragg, NC 27341
Cdr, 8th Inf Div, Ft Dix, NJ 13564
INFO COPIES
Courtesy Copy
File Copy
Commander
4th Infantry Division
Ft Carson, CO 79003
CF Addressee
CF Addressee
AJJCS

Item #2

DEPARTMENT OF THE ARMY
52D INFANTRY DIVISION (MECHANIZED)
FORT ATTERBURY, INDIANA 46124

REPLY TO ATTENTION OF
AJJCS

15 March 1990

SUBJECT: Equal Opportunity Compliance Plan

Commander
Third United States Army
ATTN: AJAGA
Fort McPherson, Georgia 30330

Attached is the FY 91 Equal Opportunity Compliance Plan for the 52d Infantry Division (Mechanized). Once the plan is approved, this division will forward detailed supporting documentation to you.

FOR THE COMMANDER:

1 Encl
as

EUGENE B. NEVIN
LTC, GS
Asst Chief of Staff

File Copy with Enclosure

Encl 1

Item #3

DEPARTMENT OF THE ARMY
52D INFANTRY DIVISION (MECHANIZED)
FORT ATTERBURY, INDIANA 46124

REPLY TO ATTENTION OF

March 15, 1990

Honorable Richard F. Westly
Mayor of Moira, Indiana
Moira, Indiana 46222

Dear Mayor Westly:

Thank you for including me and the 52d Infantry Division (Mechanized) in the recent Moira Founder's Day Celebration.

It was an honor to be chosen as the keynote speaker, and I know that the men and women of this command appreciate the opportunity to participate in the activities of the local civilian community. The friendly and open spirit of the people of Moira makes us all very proud to be a part of this community.

Again, on behalf of the 52d Infantry Division (Mechanized), many thanks.

Sincerely,

JAMES R. FRANKLIN
Major General, US Army
Commanding

File Copy

NOTE: City officials are a part of the US Government.

Item #4

DISPOSITION FORM
(AR 340-15)

S: 30 March 1990

REFERENCE OR OFFICE SYMBOL	SUBJECT
AJJAG	Word Processing Centers

TO DIO
DPCA
DPT

FROM AG

DATE 15 March 1990 CMT 1
MSG Phillips/dj/3790

1. The Word Processing Center in building 822 will be closed for the period 6 - 10 Apr 90 while new equipment is installed.

2. Users of the WPC in building 822 will be supported by Admin Svcs, 1st Bde during this period.

3. Request each addressee provide 1st Bde with an estimate of essential WPC support required during the period 6-10 Apr 90.

Calvin A. Pershon
CALVIN A. PERSHON
LTC, AGC
Adjutant General

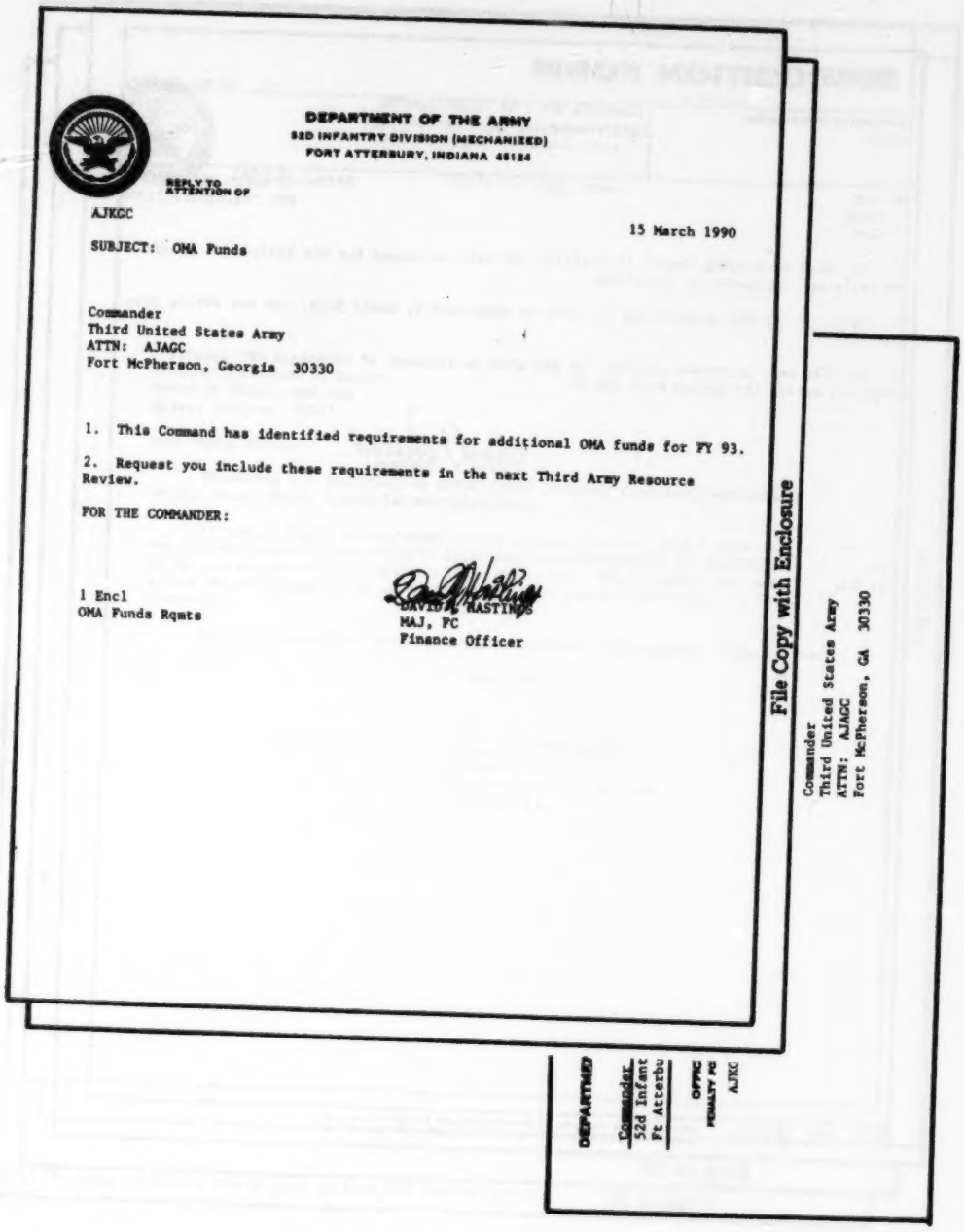
CF:
1st Bde

DA FORM 1 FEB 82 2496 REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 83 UNLESS SOONER EXHAUSTED.

Copy of DF

Copy of DF

Item #5



DEPARTMENT OF THE ARMY
52D INFANTRY DIVISION (MECHANIZED)
FORT ATTERBURY, INDIANA 46124

REPLY TO ATTENTION OF

AJKGC

15 March 1990

SUBJECT: OMA Funds

Commander
Third United States Army
ATTN: AJAGC
Fort McPherson, Georgia 30330

1. This Command has identified requirements for additional OMA funds for FY 93.

2. Request you include these requirements in the next Third Army Resource Review.

FOR THE COMMANDER:

DAVID A. HASTINGS
MAJ, FC
Finance Officer

1 Encl
OMA Funds Rqmts

File Copy with Enclosure

Commander
Third United States Army
ATTN: AJAGC
Fort McPherson, GA 30330

DEPARTMENT
Commander
52d Infant
Ft Atterbu
OFFIC
PENALTY FO
AJKG

Item #6

AJJGD (10 Mar 90) 1st Ind
SUBJECT: ARTEP Ammunition and Fuel Requirements

DA, HQ, 52d Inf Div (M), Ft Atterbury, IN 46124 15 Mar 90

TO: Cdr, TRADOC, ATTN: ATFRC-A, Ft Monroe, VA 23651

1. ARTEP ammunition requirements for FY 91 are listed at Encl 1. The total requirements represents an increase of 35 percent over FY 90. The increase is caused by the addition of two mechanized infantry battalions to the 52d Inf Div (M).

2. Fuel Requirements for FY 91 ARTEP are at Encl 2. Again, the addition of two combat units has caused the increase in fuel requirements.

FOR THE COMMANDER:

AARON V. WILSON
LTC, GA
ACofS, G4

Basic Letter

Encl 1

Encl 2

File Copy with Enclosures

PART 2

- You will be using the same documents (test items) that you used for PART 1.
- Some or all of the items that you used in PART 1 may require envelopes before they can be dispatched.
- Decide which items need envelopes.
- For *each* item that needs an envelope, prepare an envelope for the item.

NOTE: Your *return address* is:

Commander
52d Infantry Division (M)
Fort Atterbury, IN 46124

also

include the appropriate
OFFICE REFERENCE SYMBOL!

ANSWERS - PART 1

Item #1 Correct the document.
Add the date.

Item #2 Reurn to originator.
Signature is missing.

Item #3 Return to originator.
Courtesy copy is missing.

Item #4 Return to originator.
Courtesy copy is missing.

Item #5 Return to originator.
Enclosures are missing.

Item #6 Return to originator.
Enclosure listing is missing.

ANSWERS - PART 2

DEPARTMENT OF THE ARMY

Commander
52d Infantry Division (M)
Ft Atterbury, IN 46124

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

AJJGA

POSTAGE AND FEES PAID
DEPARTMENT OF THE ARMY
DOD-314

Commander
Third United States Army
ATTN: AJAGA
Fort McPherson, GA 30330

ITEM # 2

DEPARTMENT OF THE ARMY

Commander
52d Infantry Division (Mechanized)
Fort Atterbury, Indiana 46124

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

POSTAGE AND FEES PAID
DEPARTMENT OF THE ARMY
DOD-314

Honorable Rchard F. Westly
Mayor of Moira, Indiana
Moira, Indiana 46222

ITEM # 3

DEPARTMENT OF THE ARMY

Commander
52d Infantry Division (M)
Fort Atterbury, IN 46124

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

AJJGD

POSTAGE AND FEES PAID
DEPARTMENT OF THE ARMY
DOD-314

Commander
TRADOC
ATTN: ATFRG-A
Fort Monroe, VA 23651

ITEM # 6

PART 1

Exercise 1: You are working in the Mail and Distribution Section of the 52d Infantry Division (M). You have just come to work and have been handed the four envelopes shown on the next page. You were told to route them.

Review each envelope and indicate which of the following you would do:

1. **Send to addressee without opening.**
2. **Open and route as appropriate.**

DEPARTMENT OF THE ARMY
Commander
USA Soldier Support Center
Fort Benjamin Harrison, IN 46216
OFFICIAL BUSINESS
ATZI-TD-CO
U.S. OFFICIAL MAIL
U.S.POSTAGE
.20
EXCLUSIVE FOR
MAJ DAVID N. HASTINGS
FC, F&AO
52d Infantry Division (M)
Fort Atterbury, Indiana 46124
ENVELOPE A
DEPARTMENT OF THE ARMY
Commander
USA Soldier Support Center
Ft Benjamin Harrison, IN 46216
OFFICIAL BUSINESS
ATZI-TD
U.S. OFFICIAL MAIL
U.S.POSTAGE
.20
Headquarters
52d Infantry Division (M)
ATTN: AJJGE
Fort Atterbury, IN 46124
ENVELOPE B
DEPARTMENT OF THE ARMY
Commander
USA Soldier Support Center
Ft Benjamin Harrison, IN 46216
OFFICIAL BUSINESS
ATZI-TD-OO
U.S. OFFICIAL MAIL
U.S.POSTAGE
.20
Commander
52d Infantry Division (Mechanized)
Ft Atterbury, IN 46124
ENVELOPE C
DEPARTMENT OF THE ARMY
Commander
USA Soldier Support Center
Fort Benjamin Harrison, Indiana 46216
OFFICIAL BUSINESS
ATZI-TD-E
U.S. OFFICIAL MAIL
U.S.POSTAGE
.20
Commander
52d Infantry Division (Mechanized)
ATTN: AJJGA-EO
Fort Atterbury, Indiana 46124
ENVELOPE D

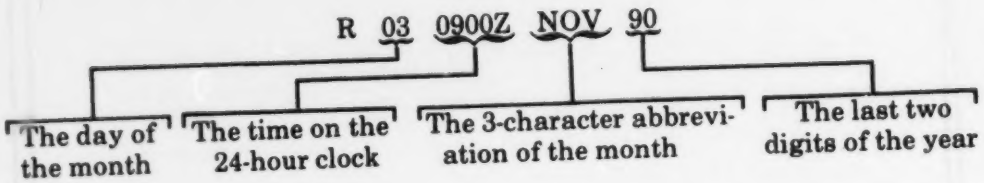
Exercise 2: You have received the documents shown on the next few pages and must determine what action to take for each.

1. **If required, prepare a DA Form 2445, Correspondence Control Record, there have been 26 documents suspended this month.**
2. **Write on your paper the ACTION addressee or, if applicable, the ACTION and INFO addressees. Label them as "ACTION" or "INFO." Use the correspondence routing guide located at the end of this book to determine where the distribution should be sent.**
3. **Indicate (YES - NO) if a DATE/TIME stamp is required.**

> NOTE: FOR PURPOSES OF THIS TEST, IGNORE COPIES FOR THE READING FILE (RF)

- *TODAY IS 21 June 1990*
- **Suspense dates in the 52d Infantry Division (M) *are 2 days prior* to the suspense on the document.**

NOTE: All messages contain the DATE-TIME GROUP (DTG) which shows the date, time (ZULU), month, and year that the message was processed by the releaser. In this exercise you will need to decide the DTG in order to determine the date a message was sent. Below is an example of a DTG and a brief explanation of its segments to refresh your memory.


R 03 0900Z NOV 90
The day of the month
The time on the 24-hour clock
The 3-character abbreviation of the month
The last two digits of the year

Item #1

NNNN
CAA300L EAA066PEA129
RR RUCAKO
ZNR UUUU
R 05003ZJUN90
FM CDR FT EUSTIS VA //EAGPA-T//
TO CDR52DINFDIV FT ATTERBURY IN //AJJGD//
BT
UNCLAS
SUBJ: DEFECTIVE EQUIPMENT
1. A DEFECT HAS BEEN DISCOVERED IN THE BRAKE DRUMS, NSN 2500-00-123-7689 FOR USE W/2½ TON CARGO VEHICLES. THIS DEFECT RENDERS THE DRUM UNSERVICEABLE DURING HEAVY RAIN STORMS.
2. COMMANDERS ARE ADVISED TO REMOVE FROM INVENTORY ANY BRAKE DRUMS HAVING THE ABOVE NSN AND A LOT NUMBER OF K11, K12, K13, AND L15.
3. DISPOSAL WILL BE IAW CURRENT DIRECTIVES.
BT

Item #2

```
  NNNNACAA102VV EAA688TEH295
RR RUCAKO
DE RUWPOG 6138 1221917
ZNR UUUU
R 051800ZJUN90
FM CDR5THINFDIV FT POLK LA //ABBAG-PM//
TO CDR52DINFDIV FT ATTERBURY IN //AJJAG-M//
BT
UNCLAS
SUBJ:  STATUS OF PROMOTION ORDERS
A.  UR MESSAGE AJJAG-PSD 021700Z JUN 90 (U)
OUR RECORDS SHOW THAT PROMOTION ORDERS WERE FORWARDED TO
YOUR COMMAND ON 31 MAY 90.  SP4 MARTIN, WALTER A., WAS
PROMOTED TO SP5 ON ORDERS 179-6 WITH AN EFFECTIVE DATE
OF 1 JUN 90.  SM DOR IS 13 MAY 90.
BT
```

Item #3

DEPARTMENT OF THE ARMY
HEADQUARTERS, THIRD UNITED STATES ARMY
FORT MC PHERSON, GEORGIA 30330

AJAGP

11 June 1990

SUBJECT: Awards Program

Commander
52d Infantry Division (M)
Fort Atterbury, Indiana 46124

1. An effective and viable awards program is a necessary function of command. It is important that this program recognize achievement or service with the proper award.

2. This headquarters has noticed a decrease in recommendations for award of the Army Commendation Medal (ARCOM) coupled with an increase in recommendations for the Army Achievement Medal (ARAM), during the previous quarter.

3. While this and other headquarters have emphasized the need for closer controls on awarding the ARCOM and a stepped up program for the ARAM, it was never the intention to indicate that one program should be sidelined for the other.

4. This headquarters recommends that all recommendations for the previous quarter be reviewed to insure that this very thing has not happened. If any down grading has occured, this headquarters will look favorably upon the upgrading of those recommendations involved.

5. Command emphasis should be placed on the correct award for the effort spent, not which particular program has the most numbers. Closer scrutiny by your headquarters should be foremost in either program.

FOR THE COMMANDER:

D. DALE SUTHERLIN
LTC, AGC
Adjutant General

Item #4

OFFICE OF THE COUNTY CLERK
SENTINEL COURT HOUSE
MOIRA, INDIANA 46222

June 12, 1990

Commander
52d Infantry Division (Mechanized)
Fort Atterbury, Indiana 46124

Dear General Franklin:

The legal agreement for permission to construct a bypass road utilizing the Lang Street & Fellows Road section of your installation is approved. Your representative may pick up the documents at your convience.

We hope you will agree with us in our assertion that this document reflects opinions that are equitable.

REB:tk

Sincerely,

RONALD E. BAKER
County Clerk

[redacted]

Item #5

DEPARTMENT OF THE ARMY
HEADQUARTERS, THIRD UNITED STATES ARMY
FORT MC PHERSON, GEORGIA 30330

S: 2 July 1990

AJAGT

17 June 1990

SUBJECT: Request for Line of Duty Investigation

Commander
52d Infantry Division (M)
Fort Atterbury, Indiana 46124

1. Request the line of duty investigation pertaining to Fox, Robert V., PFC, 926-54-1111, formerly assigned to your command be forwarded to this headquarters as soon as possible.

2. The investigation results are needed to determine the outcome of a medical evaluation board.

FOR THE COMMANDER:

ROBERT W. JOHANSEN
CPT, AGC
Asst AG

Item #6

DEPARTMENT OF THE ARMY
HEADQUARTERS, THIRD UNITED STATES ARMY
FORT MC PHERSON, GEORGIA 30330

12 June 1990

AJAGP-C

SUBJECT: FY 91 Human Relations/Equal Opportunity Conference

Commander
52d Infantry Division (M)
ATTN: AJJGA-EO
Fort Atterbury, Indiana 46124

1. The FY 91 Human Relations/Equal Opportunity Conference originally scheduled for 14-17 October 1990, has been postponed pending the issunace of revised staffing and budgeting factors by the Comptroller of the Army.

2. You will be notified at a later date of the new schedule for this conference.

FOR THE COMMANDER:

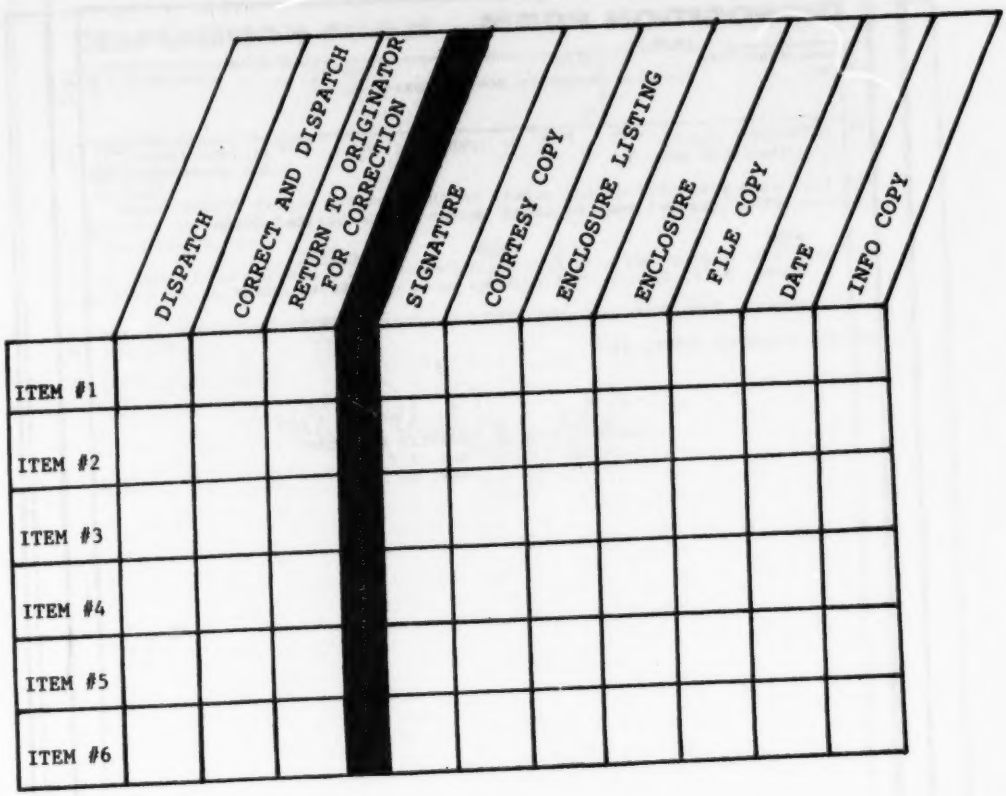
RANDAL L. WAINWRIGHT
COL, AGC
RR/EO Officer

PART 2

Exercise 3: You are assigned to the Mail and Distribution Branch of the Administrative Services Division, 52d Infantry Division (M). You have just received distribution for dispatch.

- On the next page is a chart that you can use as a guide for PART 2, Exercise 3. Take a look at the chart now.
- Following the chart are pages of test items for PART 2, Exercise 3. Each item represents a piece or pieces of correspondence which have been given to you for dispatch.
- Review each item carefully. Then decide whether you would:
  1. DISPATCH the document just as it is;
  2. CORRECT the document yourself, THEN DISPATCH it; or
  3. RETURN the document to its ORIGINATOR for corrections. (You must also list the corrections that are needed.)
- On your own paper, list what action you would take for each document.

USE AS A GUIDE ONLY. DO NOT WRITE YOUR ANSWERS HERE.
WRITE YOUR ANSWERS ON YOUR OWN PAPER.



Item #1

DISPOSITION FORM

(AR 340-15)

REFERENCE OR OFFICE SYMBOL	SUBJECT
AJJGA	Security Access Roster

TO G2 (FWD) FROM G1 (FWD) DATE 11 June 1990 CMT 1

SGM Stone/tpr/2356

The following personnel do not appear on the security access roster dated 10 June 1990. Request they be added to the next published roster.

NAME	RANK	ACCESS
HOBBS, Ralph T.	SP4	SECRET, NATO
COOPER, John D.	PFC	SECRET

FOR THE CHIER OF STAFF, G1:

CHARLES H. BROWN
MAJ, AGC
Asst G1

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED.

Copy of DF

Item #2

DISPOSITION FORM

(AR 340-15)

REFERENCE OR OFFICE SYMBOL
AJJAG

SUBJECT
Controlled Use of Vehicles During Maneuvers

TO G1 (FWD)
G2 (FWD)
G4 (FWD)

FROM AG (FWD)

DATE 15 June 1990 CMT 1
MSG Phillips/lk/3790

1. Reference unclassified message, AEEX-E, 120800Z June 90, Subject: Controlled Use of Vehicles During Maneuvers.

2. In regards to paragraph 3 of the above reference, will it be the intent of your office to restrict the use of tracked vehicles during operation Swift Shield?

3. Request your action officer call LTC Pershon, EXT 3790, this office when a decision has been made.

FOR THE ADJUTANT GENERAL:

CHARLES F. HITTEN
MAJ, AGC
Asst AG

DA FORM 1 FEB 82 2496 REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 83 UNLESS SOONER EXHAUSTED.

Copy of DF

Copy of DF

Item #3

DEPARTMENT OF THE ARMY
32D INFANTRY DIVISION (MECHANIZED)
FORT ATTERBURY, INDIANA 46124

REPLY TO ATTENTION OF
AJJCS

19 June 1990

SUBJECT: Operation Swift Shield

Commander
4th Infantry Division
Fort Carson, Colorado 79003

1. Reference unclassified message, 121400Z June 1990, Subject: Controlled Use of Vehicles During Maneuvers. Your units will participate in Operation Swift Shield with our unit on separate occasions from 2-20 July 1990.

2. Operation Swift Shield, the Field Training Exercise for special deployment of infantry units, is presently in operation at Fort Atterbury. Field training will remain in effect until 30 July 1990.

3. Request you send the names of personnel who will participate in this field training and indicate if they will be attached to our unit for rations and UCMJ.

FOR THE COMMANDER:

RUSSELL R. SMITH
Colonel, GS
Chief of Staff

File Copy

Item #4

DEPARTMENT OF THE ARMY
52D INFANTRY DIVISION (MECHANIZED)
FORT ATTERBURY, INDIANA 46124

REPLY TO ATTENTION OF

June 13, 1990

Honorable John T. Blakely
Mayor of Three-Corners, Indiana
Three-Corners, Indiana 46200

Dear Mayor Blakely:

Thank you for your friendly and open cooperation in working with my staff to create harmony between the community problems involving the civilian community and our soldiers currently involved in our Field Training Exercise.

On behalf of my staff, I would consider it an honor if you could attend dinner with us.

Dinner is planned for June 18th, 1990 at 6 PM. Upon your arrival an escort officer will be waiting to assist you.

Sincerely,

JAMES R. FRANKLIN
Major General, US Army
Commanding

Item #5

DEPARTMENT OF THE ARMY
32D INFANTRY DIVISION (MECHANIZED)
FORT ATTERBURY, INDIANA 46124

REPLY TO ATTENTION OF

June 14, 1990

Honorable Richard F. Westly
Mayor of Moira, Indiana
Moira, Indiana 46222

Dear Mayor Westly:

Thank you for your friendly cooperation in working with my staff to create harmony between the community problems involoing the civilian community and our soldiers currently involved in our Field Training Exercise.

On behalf of my staff, I would consider it an honor if you could attend dinner with us.

Dinner is planned for June 18th, 1990 at 6 PM. Upon your arrival an escort officer will be waiting to assist you.

Sincerely,

JAMES R. FRANKLIN
Major General, US Army
Commanding

File Copy

Courtesy Copy

Item #6

DEPARTMENT OF THE ARMY
92D INFANTRY DIVISION (MECHANIZED)
FORT ATTERBURY, INDIANA 46124

REPLY TO ATTENTION OF

Honorable John Wadsworth
United States Senate
Washington, DC 20501

Dear Senator Wadsworth:

I share Mr. Dean's consern for his farm. Please rest assured that during the upcoming Field Training Exercise, damage to real property will be held to a minimum. The Second Brigade, which will be the maneuver element in Mr. Dean's area, will do its utmost to minimize the damage.

Whatever maneuver damage which may occur will be the result of the necessity to train the Second Brigade in actual combat situations. Advise Mr. Dean that if any damage is done to his property, he should contact our Damage Control Officer at Fort Atterbury, Indiana, as soon as possible.

Sincerely,

RUSSELL R. SMITH
Colonel, General Staff
Chief of Staff

File Copy

Courtesy Copy

PART 2

Exercise 4:

- You will be using the same documents (items #1 thru #6) that you used for PART 2, Exercise 3.
- Some or all of the items that you used in PART 2, Exercise 3 may require envelopes before they can be dispatched.
- Decide which items need envelopes.
- For *each* item that needs an envelope, prepare an envelope for the item.

NOTE: Your *return address* is:

Commander
52d Infantry Division (M)
Fort Atterbury, IN 46124

also

include the appropriate
OFFICE REFERENCE SYMBOL!

PART 1

Exercise 1:

ENVELOPE A - Send to addressee without opening.

ENVELOPE B - Send to addressee without opening.

ENVELOPE C - Open and route as appropriate.

ENVELOPE D - Send to addressee without opening.

Exercise 2

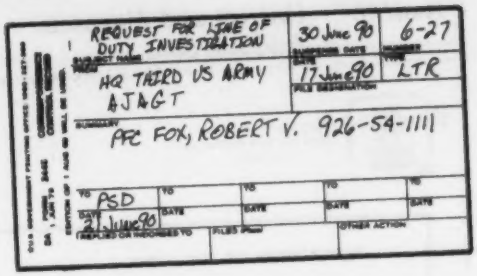
Item #1
a. NO
b. ACTION - G4
c. NO

Item #2
a. NO
b. ACTION - PSD
INFO - AG
Cofs
c. NO

Item #3
a. NO
b. ACTION - PSD
INFO - AG
c. NO

Item #4
a. NO
b. ACTION - ENGR
c. NO

Item #5 a. YES



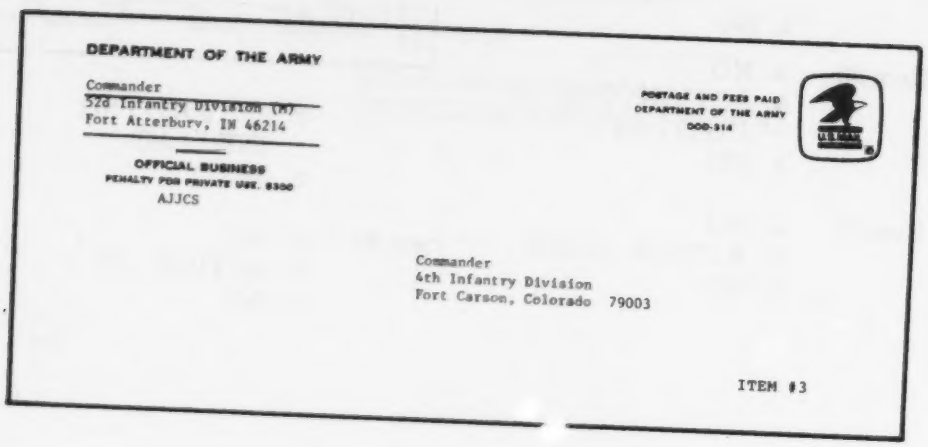
b. ACTION - PSD
INFO - AG
c. NO

Item #6
a. NO
b. ACTION - G1
c. NO

Exercise 3:

Item #1	**Dispatch.**
Item #2	**Return to originator.** **File copy is missing.**
Item #3	**Return to originator.** **Signature/courtesy copy missing.**
Item #4	**Return to originator.** **Courtesy and file copies are missing.**
Item #5	**Dispatch.**
Item #6	**Correct and dispatch.** **Add the date.**

Exercise 4:



Exercise 4: (Continued)

DEPARTMENT OF THE ARMY

Commander
52d Infantry Division (M)
Fort Atterbury, IN 46214

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

POSTAGE AND FEES PAID
DEPARTMENT OF THE ARMY
DOD-314

Honorable John T. Blakely
Mayor of Three-Corners, Indiana
Three-Corners, Indiana 46200

ITEM #4

DEPARTMENT OF THE ARMY

Commander
52d Infantry Division (Mechanized)
Fort Atterbury, Indiana 46124

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

POSTAGE AND FEES PAID
DEPARTMENT OF THE ARMY
DOD-314

Honorable Richard F. Westly
Mayor of Moira, Indiana
Moira, Indiana 46222

ITEM # 5

DEPARTMENT OF THE ARMY

Commander
52d Infantry Division (M)
Fort Atterbury, IN 46214

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

POSTAGE AND FEES PAID
DEPARTMENT OF THE ARMY
DOD-314

Honorable John Wadsworth
United States Senate
Washington, DC 20501

ITEM #6

Each part of an answer has a value of one point. The total possible score is 34 points. A passing score is 14 points or more for PART 1 and 14 points or more for PART 2.

Award points as indicated by numbers in parentheses.

PART 1

Exercise 1:

ENVELOPE A - Open and route as appropriate. (1)

ENVELOPE B - Send to addressee without opening. (1)

ENVELOPE C - Send to addressee without opening. (1)

ENVELOPE D - Open and route as appropriate. (1)

Exercise 2:

Item #1 a. DA Form 2445 IS required. (1)

(1)
(1)
(1)
(1)
(1)

b. ACTION - G2 (1)

c. NO (date/time stamp) (1)

Item #2 a. DA Form 2445 is not required. (1)

b. ACTION - PSD
INFO - AG (1)

c. NO (date/time stamp) (1)

Item #3 a. DA Form 2445 is not required. (1)

b. ACTION - G4 (1)

c. NO (date/time stamp) (1)

PART 2

Exercise 3:

Item #1 - Return to originator. (1)
Signature is missing. (1)

Item #2 - Correct and dispatch. (1)
Add the date. (1)

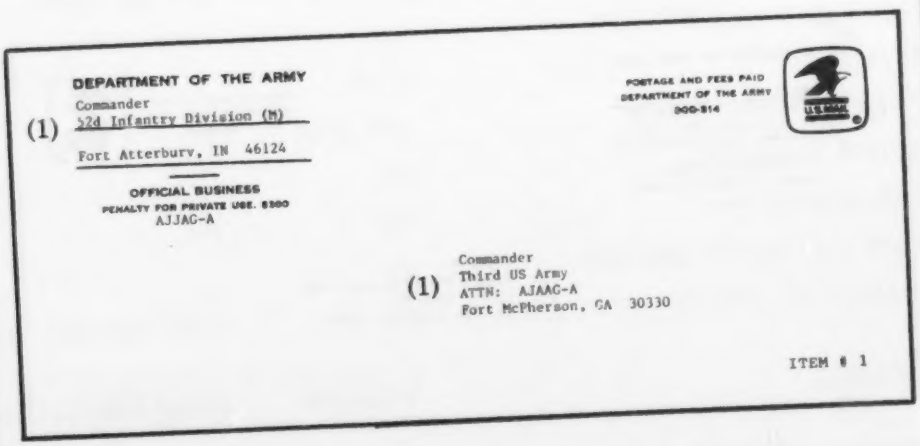
Item #3 - Return to originator. (1)
File copy is missing. (1)

Item #4 - Return to originator. (1)
Inclosure listing is missing. (1)

Item #5 - Return to originator. (1)
Info copy is missing. (1)

Item #6 - Dispatch as is. (1)

Exercise 4:



Exercise 4: (continued)

DEPARTMENT OF THE ARMY
Commander
(1) 52d Infantry Division (Mechanized)
Fort Atterbury, Indiana 46124

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

POSTAGE AND FEES PAID
DEPARTMENT OF THE ARMY
DOD-314

(1) Mrs. Janice Wilkins
405 Midway Drive
Johnstown, Kentucky 31904

ITEM # 3

DEPARTMENT OF THE ARMY
Commander
(1) 52d Infantry Division (M)
Fort Atterbury, IN 46214

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300
AJJAG-A

POSTAGE AND FEES PAID
DEPARTMENT OF THE ARMY
DOD-314

(1) Commander
Eighth United States Army
ATTN: DAPE-TO
APO San Francisco 96301

ITEM #4

PRE-TEST/POST-TEST ANSWER KEY

Extract of: HEADQUARTERS 52d Infantry Division (M) Routing Guide

SUBJECT	ACTION	INFORMATION
Activation & Inactivation of Units	G3	CofS, G1, G4, AG
Admin Use, Motor Vehicles	G4	
Aerial Movement	G3	G4
Billeting Housing	G4	
Bowling	Rec Svcs	AG
CHAMPUS	Surg	
Civilian Pers (All aspects)	G1	
Congressionals (all)	PSD	AG, RF, plus appropriate office, see para 2-5, b. (2)
Construction	Engr	
Military	Compt/Fin	Engr
Bids on	Compt/Fin	
Funds		
Courts Martial	SJA	
Distribution (Command)	ASD	AG
Exercise Operations Orders (EXOPORD)	G3	
Equipment/Supplies	G4	
Procurement		
Issue		
Accountability		
Disposal		
Funds	Compt/Fin	RF
Loss of		
Food Service	Surg or G4	
52 ID Admin Svcs SOP		

SUBJECT	ACTION	INFORMATION
Health Care	Surg	
Human Relations/Equal Opportunity	G1	
Investigations		
IG	IG	
Security	G2	
Line of duty	PSD	AG
Incentive Awards	G1	
Legal Services	SJA	
Maintenance		
Equipment	G4	
Other than HQ or Unit	G4	
HQ or Unit	Hq Comdt	
Medical	Surg	
Mission Capability	G3	
Operations	G3	
Tactical		
Orders		
Courts Martial	SJA	
Operations	G3	
Pers-type	ASD	
Pay	Compt/Fin	
Personnel		
Conduct	G1	CofS
Appearance	G1	CofS
Welfare	G1	CofS
Actions	PSD	AG
Management	PSD	AG, CofS
Awards	PSD	AG
Locator	PSD	AG
Promotions/Reductions	PSD	AG, CofS
Civilian (see Civ Pers)		
POL	G4	

SUBJECT	ACTION	INFORMATION
POW's		
Accountability	G1	
Control	PM	
Prisoners		
Military	PM	SJA
Recreation	Rec Svcs	AG
Security		
Physical	PM	
Classified Info	G2	
Visits		
Staff	ASD	AG
VIP	Protocol Off	
Word Processing	ASD	AG

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